

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SUPERINTENDENT SOLID WASTE		<b>Date:</b> 11/30/99
<b>Position Level:</b> 10	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 10-14

### GENERAL DESCRIPTION

Primary function is to be responsible for contract compliance, transfer operations, landfill closure/post closure.

### KEY RESPONSIBILITIES

1. \*Schedule and supervise work assignments in Contract Compliance, Pollution Control, and Transfer and Post Closure operations.
2. \*Ensure that contractors comply with contracts as well as Federal, State and Local laws and regulations.
3. \*Inspections of and overseeing maintenance, repairs to all building compactors, trucks and heavy equipment.
4. Respond to customer and Franchisee inquiries and complaints regarding solid waste and recycling service. Conduct investigations to resolve same.
5. Make and oversee budget to operate three Scaling and Transfer Stations, Contract Compliance, Pollution Control and Post Closure.
6. Acts as liaison with Sheriff's Department for the enforcement of illegal dumping and provides for collection and disposal of debris.
7. \*Performs Florida Department of Environmental Protection inspections and makes reports.
8. Prepares daily, weekly, monthly and annual reports as required to document Contract Compliance, Pollution Control, Transfer Stations and Landfill Activities.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPERINTENDENT, SOLID WASTE	<b>Class Code:</b> 10-14	<b>Position Level:</b> 10
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

<b>Position Title:</b> SUPERINTENDENT, SOLID WASTE	<b>Class Code:</b> 1069	<b>Position Level:</b> 10
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On this date I have received a copy of my job description relating to my employment with  
Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_